2017 Instructions for Fellowship Selection Reports (FPIRI)

All reports must be submitted electronically in PDF format via eGMS, the NEH online grant management system, located at https://securegrants.neh.gov/eGMS/.

All NEH project directors and institutional grants administrators are assigned eGMS accounts, and their user names are shown next to their names (in parentheses) on the *Official Notice of Action* included with the award documents. A User Guide containing detailed instructions is available at the eGMS webpage. If you have questions about eGMS, please contact FPIRI program staff (contact information appears at the end of this document). If an additional member of your institution's staff needs access to eGMS, please contact Peter Scott of the Office of Grant Management for assistance: pscott@neh.gov or 202-606-8615.

Fill out electronic data forms for new fellows at
https://securegrants.neh.gov/Misc/Centers.aspx.

Carefully review this list of requirements for the report on your most recent fellowship competition. There is **no need for a coversheet**; eGMS creates one automatically. The report should include the following—no more and no less—in this order:

1. **New NEH fellows** (in list form)
   a) In the first line, type in the fellow's name. Indicate the NEH-funded stipend amount, which should be $4,200 x months of tenure; if applicable, indicate amounts of outright and matching funds. If the institution is adding non-NEH funds to the stipend, provide that amount separately. It is **not necessary** to specify the source(s) of additional funds. Give the dates of the fellow's tenure (if they later change, please inform the FPIRI program staff).
   b) List the fellow's title, field of research, department, and institutional affiliation. For independent scholars provide the city and state of residence.
   c) For fellows going abroad, list the country or countries in which they will be conducting research. (NEH must report this information to the U.S. Department of State.)
   d) Provide a title for the fellow's project and a short description. If applicable, indicate which of the locally held collections the fellow will use.

   If alternates were selected, provide the same information for them.

2. **Updates for last year's NEH fellows** (in list form)
   a) Include the following information for each NEH fellow selected the previous year (that is, the fellows just completing their tenures): name; actual tenure dates; actual stipend (list outright, matching, and non-NEH funds separately). For fellows traveling outside the US, list the number of months spent in each country. (NEH must report this information to the U.S. Department of State.)

b) If this information differs from what you provided in your last report, give a short explanation.

3. **Announcements and publicity** for NEH-supported fellowships (1 paragraph)
   a) Give the address of the institution's website page (URL) publicizing the availability of NEH fellowships. Indicate whether or not the institution produces printed material for publicity. If yes, describe it briefly; it is **not necessary** to attach or submit copies. Confirm that the publicity materials acknowledge NEH support; the materials should preferably include the NEH logo.
   b) In a short statement describe the audience at which publicity is aimed. Describe efforts to reach as large and diverse an applicant pool as possible.
   c) In a few sentences describe the range of journals, listservs and other online sites, newsletters, institutions/departments, and other organizations to which materials were sent electronically or by mail. **Do not** append comprehensive lists.

4. **Selection process** (3 pages maximum)
   a) List the names, titles, institutional affiliations, and fields of selection committee members.
   b) Describe the institution's efforts to assure diversity among selection committee members in terms of geographic location, disciplinary field, type of institution, and academic rank. Explain how the process ensures a fair and objective review of applications.
   c) List the evaluation criteria by which the selection committee and staff or outside readers, where applicable, were asked to judge applications. **Do not** append copies of correspondence with selection committee members.
   d) In a narrative statement explain the selection process in detail. Include the following dates: When panel members were selected, when they received the applications and review instructions, and when they met (in person or virtually) to discuss applications. If there was a primary review of applications by institution staff or outside readers, include an account of this procedure. Provide a short summary of the committee's deliberations (indicating, for example, what the particular points of discussion were, whether the committee members were sharply divided or generally in agreement, and the length of the discussion).

5. **Statistical analysis** (1-2 pages)
   a) In one line, state the number of **NEH-eligible applicants** and the number of **NEH award recipients** in the current competition. In a second line, state the total number of applications submitted to the institution for other fellowships and the total number of other fellowship awards made in the current competition. It is **not necessary** to break these down into different categories.
   b) Provide tables with a comparative statistical analysis of this year's NEH-eligible applicants and award recipients by field, academic rank, type of institution, and state of residence. Regarding the latter, you need only list the states represented by the current pool of applicants. **Do not** include this information about non-NEH applicants and grantees.
   c) Either integrated into the tables described above, or in a separate set of tables, provide the same information for the preceding year of fellowship competitions. **Do not** include statistics from earlier years.
   d) In a brief narrative statement describe any discernible statistical trends or unexpected changes seen this year (compared to the previous one), and discuss the possible reasons.

6. **Recent publications** and other results from NEH awards (in list form)
Organize the list alphabetically by the last name of each NEH fellow. Next to each fellow's name, add the year of the NEH fellowship, the NEH grant number (for the grant that supported the fellowship), and the topic of the awarded fellowship. Only include publications, articles, talks, etc. that have resulted—entirely or in part—from the fellow's work during her/his NEH award. This information helps us justify continued funding for this grant program. Please manage the list carefully!

Important! eGMS includes a tab "Products and Coverage" for all grants. Enter the information on fellows' publications and prizes into the forms available at this tab under the appropriate grant number. Pay attention to which grant funded which fellow! For example, a 2017 report could include a book published in 2016 that resulted from a 2008 fellowship. This publication should be entered under the earlier grant number (probably an -05, -06, or -07 grant). If you have questions about this, contact program staff. Note that you can use eGMS to determine if a fellow's publication (or other grant product) has already been reported or entered into the grant file by NEH staff. If so, you need not report it again. The eGMS form asks if a copy of the product has been sent to NEH. If you need to create the entry, NEH has **not** received a copy; please remind your fellow to send one to us.

7. Other news
If applicable, report on changes in the staff, program, or other administrative matters that affect the fellowship program. Report also on any changes in your NEH fellows or their tenures (for example, a fellow's replacement by an alternate, or the extension or abbreviation of a fellow's tenure). Major staff changes, such as the appointment of a new program director, must be accompanied by the appointee's résumé.

Questions? Contact John Cox at jcox@neh.gov, 202-208-7099; or Jennifer Untalan at juntalan@neh.gov, 202-606-8389.